

# Spotlight

## on Student Assessment and Accountability

### What's New

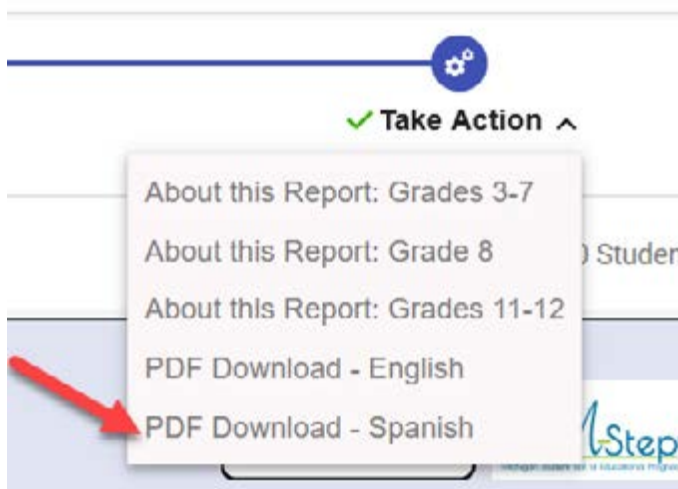
Week of October 28, 2021

- Spanish Translation of M-STEP, MME, and Grade 8 Parent Reports Available Now
- Using NWEA MAP® Growth™ Data to Accelerate Learning

#### Spanish Translation of M-STEP, MME, and Grade 8 Parent Reports Available Now

Spanish language versions of M-STEP, MME, and Grade 8 Parent Reports are now available through the Dynamic Score Reporting System. To access these translations, go to the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/Reports/DynamicScoreReports.aspx) (<https://baa.state.mi.us/BAASecure/Reports/DynamicScoreReports.aspx>), select the “**Reports**” drop-down menu and select “**Dynamic Score Reports**”. Then, enter the test cycle and your entity information and select “**Search**”.

Once you have opened the Dynamic Score Reporting Site, select the appropriate filters to generate a Parent Report. When the Parent Reports are generated, select “**Take Action**”; from there you will be able to choose “**PDF Download – Spanish**”.



- The [M-STEP Guides to Parent Reports](#), which are companion documents to the Parent Reports, are also available in Spanish on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).
- The [MME How to Read Your Child's Score Report](#), companion document to the Parent Report, is available in Spanish on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

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- The [Grade 8 How to Read Your Child's Score Report](#), companion document to the Parent Report, is available on the [PSAT web page](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat)).

Arabic translations of the M-STEP, MME, and Grade 8 Parent Reports are coming soon. Watch Spotlight for updates.

## Using NWEA MAP® Growth™ Data to Accelerate Learning

As students return to the classroom in varying states of readiness, precise and accurate data can help educators get them back on track. You can determine the impact of interrupted learning with trustworthy insights found in the new online [Michigan State MAP® Growth™ Dashboard](#) (<https://www.nwea.org/research-data-galleries/exploring-the-educational-impacts-of-covid-19/>) from the [Northwest Evaluation Association \(NWEA\)](#) ([www.nwea.org](http://www.nwea.org)).

With these powerful visualizations, you can answer critical questions, such as:

- How are students in our district performing compared to students in the state as a whole?
- How have student achievement and proficiency changed by grade-level cohort in Michigan?
- What do achievement and proficiency trends look like for Michigan students across different subgroups and poverty levels?

Reports from the MAP Growth Dashboard can also support school-level goal-setting work, ([Public Act 48 of 2021](#), [Section 98b](#)). Consider uploading a Program File, which allows you to analyze MAP Growth data for students in English language learning, special education, talented and gifted, or other programs at a glance. Having clear, accurate assessment data, particularly for students who may need additional

support or intervention to address unfinished learning, ensures the needs of all students are being met.

Looking for additional report support? Connect with NWEA for a tailored tour of the state dashboard and a review of your district-level data. Your Michigan Partner Accounts team is ready to help you get the most out of your student reports this fall. To get started, contact your NWEA account manager or [Dr. Pam Jones](#), senior account manager ([pam.jones@nwea.org](mailto:pam.jones@nwea.org)).

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## CB College Board Corner

*Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board*

### Questions about Fall SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### WHAT'S NEW

#### Preparing for Spring 2022

Tasks you can be doing now to prepare your school for the Spring 2022 administration of PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay:

**Test coordinators** – Register for the [Implementation Webinar](https://tinyurl.com/2022MichiganImplementation) (<https://tinyurl.com/2022MichiganImplementation>), November 16, 9:00-10:30 a.m. This webinar will focus on activities that test coordinators can be doing through the end of 2021 to prepare their school and students for testing.

**SSD coordinators** – Register for an [Accommodations and Supports Webinar](https://tinyurl.com/2022MichiganAccommodations) (<https://tinyurl.com/2022MichiganAccommodations>), December 7, 11:00-12:30 p.m. This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. This will be especially helpful for new SSD coordinators. We will also review administering the SAT with Essay, PSAT 10, or PSAT 8/9 for Grade 8 and 9 with accommodations and English Learner supports.

These webinars are optional and will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) approximately one week after the webinar is completed.

- Read the information below about establishment, and ensure your school is established to administer the appropriate assessments by December 17, 2021.

#### Spring 2022 Establishment

Establishment is the process College Board uses to determine which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay. The process is based on rules that are coordinated with the Michigan Department of Education.

Public schools and nonpublic schools are established through different processes.

- Most traditional public schools will be automatically established to participate.
- Nonpublic schools must indicate their intent to participate each year for each assessment. If a nonpublic school chooses to administer the SAT, all parts of the Michigan Merit Exam (ACT WorkKeys and M-STEP) must also be administered. If a nonpublic school chooses to administer the PSAT 8/9 for Grade 8, M-STEP must also be administered.

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## CB

District assessment coordinators, principals, and test coordinators of all nonpublic schools and the public schools that do not meet automatic establishment rules will receive an email the week of November 1 with instructions on how to indicate their intentions to participate. **If you receive this email, follow the enclosed instructions as soon as possible, but no later than November 22, if you plan to administer the assessments.** You might not be able to administer the assessments if you do not respond in time. Also follow the instructions if you do not plan to administer the assessments, so you can be removed from future communications this school year.

The Test Center Participation page in the Office of Educational Assessment and Accountability (OEAA) Secure Site identifies which assessments your school is established to administer; this information will be updated daily as establishment activities occur. For information on accessing this page, visit the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

**Important Note:** Schools must be established to participate separately for each College Board assessment they expect to administer in Spring 2022. For example, a traditional public high school should verify on the OEAA Secure Site Test Center Participation page that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All public schools with grade 8 students should verify that they are established to participate in the PSAT 8/9 for Grade 8.

You can verify the assessments your school has been established for in the OEAA Secure Site starting now and continuing through December.

- If your school is listed as participating and plans to administer the assessment, no further action is needed.
- If your school is listed as participating but does not plan to administer the assessment, contact the Michigan Educator Hotline immediately with information about why you request to be unestablished.
- Establishment occurs on a rolling basis. Participation will be reflected as establishment activities occur. **Note: Allow for potential updates.** If your establishment information is not correct by December 17, 2021, contact the Michigan Educator Hotline.
- Once your school provides information on your intent to participate, allow 1-2 weeks for this information to be refreshed in the OEAA Secure Site.

Fall participation in the Michigan-provided SAT with Essay, PSAT/NMSQT or PSAT 8/9 does not establish your school for spring testing. You must verify your spring participation status in the [OEAA Secure Site](#) or provide your intent to participate, as needed.



## REMINDERS

### Introductory Spring 2022 Implementation Information

Two helpful documents are available online to help administrators and test coordinators prepare for the Spring 2022 administrations of the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9. These documents are posted to both the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)).

The two documents are:

- [Coordinator Implementation Handbook, 2022:](#) provides high-level information that coordinators can use to help prepare the school for testing, including test dates, the establishment process, identifying and preparing testing staff, and preparing for a pre-administration session
- [College Board Accommodations and Supports Handbook, 2021/2022:](#) helps SSD coordinators prepare and submit accommodation requests and provides guidance on available accommodations and supports; this document is not specific to Michigan testing but explains how accommodations are administered for all College Board tests, including Advanced Placement® and the weekend SAT®

### Off-Site Testing for Spring 2022

Refer to the article in the [October 21 edition](#) of the Spotlight on Student Assessment and Accountability online newsletter.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues



## What's New

### Completing Manage Participation

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full Michigan Merit Examination (MME), which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components to their students, they are expected to administer all three components.

Each school's WorkKeys Test Coordinator must indicate the school's participation status—either Participating or Not Participating—in the PearsonAccess<sup>next</sup> website during the Manage Participation window, **November 1 – December 3, 2021, regardless of previous participation**. If your school will participate in the WorkKeys assessments in Spring 2022, you must also select your preferred test materials receipt week. This process will take approximately five minutes.

**Note: Manage Participation must be completed at the individual school level, not at the district level**, even if the school is not participating. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

Information about completing the Manage Participation process will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) on **November 1, 2021**. Refer to the September 2, 2021 Spotlight article — [It's Time to Ensure School and District Contacts Are Updated in the Educational Entity Master \(EEM\)](#) — for additional information on updating the EEM. If the WorkKeys Test Coordinator does not receive this email, contact ACT at the web page or phone number listed below.

### How to Submit Your ACT WorkKeys Participation Information

1. Log into [PearsonAccess<sup>next</sup>](https://testadmin.act.org) (<https://testadmin.act.org>)
2. Under **SETUP**, select **Organizations**
3. Check the box(es) beside the school(s) you wish to update
4. Open the drop-down menu on the **Start** button and chose **Test Administration**
5. Complete the following Manage Participation information:
  - a. **If your school will participate, complete the Test Date & Materials Receipt Selection section:**
    - Paper Standard Time Test Date – always choose April 14, 2022
    - Paper Accommodations Test Window Start Date – always choose April 14, 2022

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues





- Materials Receipt Week – select either the week of March 21 or March 28, 2022

Example:

A screenshot of a web form titled "Test Date & Materials Receipt Selection". Below the title is a yellow highlighted instruction: "If your school is NOT testing, scroll down and complete the Not Testing section." The form contains three dropdown menus: "Paper Standard Time Test Date" (set to April 14, 2022), "Paper Accommodations Test Window Start Date" (set to April 14, 2022), and "Materials Receipt Week" (set to March 21, 2022). At the bottom is a button labeled "Click Save to submit".

b. **If your school will not participate, complete the *Not Testing* section:**

- Reason for Not Testing – select the appropriate option for your school from the drop-down list or choose Other and then complete the Other Reason for Not Testing text box.

Example:

A screenshot of the "Not Testing" section of the form. It includes a warning: "If you complete this section you will NOT receive any testing materials." Below this is a "Reason for Not Testing" dropdown menu with "Other" selected. A note states: "Note: If your reason is not in the dropdown, select 'Other' and provide a reason below." There is a "Free form text box for reason that is not included in the drop down list above" with the text "Free form text box for reason that is not included in the drop down list above" entered. At the bottom is a button labeled "Click Save to submit".

c. **Click Save. Repeat step 5 for each school name listed on the left**

6. Log out of PearsonAccess<sup>next</sup>

Schools that have completed the Manage Participation process are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District Assessment Coordinators are to ensure that all schools within the district have completed the Manage Participation process, even if they are not testing, by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) under the **Assessment Registration** drop-down menu.

**Deadline:** You must submit your participation information by **Friday, December 3, 2021**.

## Contacting ACT

If you have questions, you may:

1. Contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
  - » standard time: ext. 2800
  - » accommodations: ext. 1788
3. Email accommodations questions to: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### October 2021

#### Early Literacy and Mathematics

**Now – October 29, 2021**

- Pre-Identification of students in the OEAA Secure Site by 5:00 p.m. for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

#### Early Literacy and Mathematics

**Now – October 29, 2021**

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window

#### Online Testing Waiver

**Now – November 23, 2021**

- Requests for online waiver for the Spring 2022 M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments must be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

#### WIDA

**Now – November 23, 2021**

- **Online Waiver Window** - request waiver to administer pencil/paper by 5:00 p.m. on November 23

### November 2021

#### ACT WorkKeys Manage Participation Window

**November 1 – December 3, 2021**

- Information about completing the Manage Participation process will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the

[Educational Entity Master](http://www.michigan.gov/eem) (EEM)

([www.michigan.gov/eem](http://www.michigan.gov/eem)) the week of November 1, 2021.

#### College Board Testing Intent to Participate Window

**November 3 – 22, 2021**

- Window to indicate intent to participate for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9 for all nonpublic schools and public schools that do not meet automatic establishment rules.

#### Writing Skills Field Test

**November 15, 2021 – February 3, 2022**

- Participate in an M-STEP online Passage-based Writing Field Test. Go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to Pre-Identify students for testing.

#### Webinar: College Board Testing Implementation Overview

**November 16, 2021, 9:00 – 10:30 a.m.**

- Implementation Overview Webinar for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9.

#### Webinar: WIDA ACCESS for ELLs Test Administration Review

**November 30, 2021, 9:30 – 11:00 a.m.**

- Assessment training review webinar for new English Learner (EL) Assessment Coordinators and new test administrators  
[Register for the webinar](#)

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues



Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

## December 2021

### Webinar: WIDA Alternate ACCESS for ELLs Test Administration Review

**December 1, 2021, 9:30 – 11:00 a.m.**

- Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators  
[Register for the webinar](#)

### Webinar: Technology Coordinator Training

**December 1, 2021, 10:00 a.m.**

- Winter/Spring 2022 Technology Coordinator Training Zoom webinar  
[Join the webinar](#)

### Webinar: WIDA ACCESS for ELLs Test Administration Review

**December 1, 2021, 2:00 – 3:30 p.m.**

- Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators  
[Register for the webinar](#)

### WIDA Assessment Office Hours

**December 2, 2021, 3:00 – 4:00 p.m.**

- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff  
[Microsoft Teams Link](#)

### Webinar: College Board Testing Accommodations

**December 7, 2021, 11:00 a.m. – 12:30 p.m.**

- Accommodations Webinar for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9

### WIDA Assessment Office Hours

**December 9, 2021, 3:00 – 4:00 p.m.**

- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff  
[Microsoft Teams Link](#)

### WIDA Assessment Office Hours

**December 16, 2021, 3:00 – 4:00 p.m.**

- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff  
[Microsoft Teams Link](#)

## Contacts

**For assistance with assessment or accountability issues:**

### Assessment and Accountability Call Center

**877-560-8378** (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**  
(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

**866-276-7735**

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues